

WISCONSIN WELL WOMAN PROGRAM LOCAL ACTIVITY REPORT (LAR) (Instructions for completing this form are on page 3)

Reporting Period _____ Coordinator _____

County or Tribe _____

Outreach Strategy*				Outreach Focus							Activity*	Title or Position of Person Conducting Activity	Estimated Number Contacted by Age Group				
1	2	3	4	Breast & Cervical	CVD	Diabetes	Domestic Abuse	Osteoporosis	Depression	General Program			Date(s)	35-39	40-49	50-64	General

*** Key for Outreach Strategy and Activity** (Place a check mark for all that apply in above table)

- 1: Interpersonal: direct, one-to-one interaction or communication with a client or other individuals.
Examples: peer education, or communication with family members, friends, coworkers, or professionals (physicians, health workers); clinic counseling; annual re-screen reminders.
- 2: Group: a number of individuals assembled together or having some unifying relationship.
Examples: presentations to workplace (e.g. service industries, schools, agri-businesses, retailers); church groups or social/clubs and organizations (e.g. medical auxiliaries, sororities, family/community homemakers' clubs, quilters' groups); community workshops and conferences.
- 3: Media: no or limited face-to-face contact.
Examples: TV/radio/newspaper coverage of local events; articles; flyers/brochures posted on bulletin boards in workplaces and churches or in restrooms and dressing rooms, brochure displays in beauty shops, laundromats, pharmacies and thrift stores; utility bill stuffers.
- 4: Coalition/Partnership Development: action oriented activities.
Examples: planning or coalition meetings; volunteer/lay health advisor training and orientations; inservice to staff; development of new partnerships/providers.

1. What are the priority goals and objectives for public education and outreach this reporting period? _____

2. Of the women contacted this reporting period, what number of women were:
White _____ African American _____ Hmong _____ Hispanic _____ Native American _____
Other, specify _____
3. Was time spent educating or clarifying the program to women under age 35? ☐ Yes ☐ No
If yes, please estimate the number of women under age 35 you served. _____
4. Were any of the promotional materials developed by the WWWP Central Office used? ☐ Yes ☐ No
If yes, please tell us which materials and in what language other than English. _____

5. Describe the most successful strategy used this reporting period to enroll and re-enroll women. Attach sample materials, pictures, evaluations, or participant responses if appropriate. _____

6. List and describe the special challenges faced this reporting period in reaching goals. _____

7. What is the average number of staff/volunteer hours/month spent on all WWWP activities (e.g. Outreach, case management, and enrollment)? _____

Paid by WWWP _____ Paid by other grants/funds _____ Volunteer _____
8. Describe any Technical Assistance needs _____

9. Other Comments: _____

INFORMATION AND INSTRUCTIONS FOR WWWP LOCAL ACTIVITY REPORT (LAR)

The Wisconsin Well Woman Program (WWWP) Local Activity Report (LAR) requests information not collected in any other way. It requests data that the US Centers for Disease Control and Prevention (CDC) requires WWWP to report in addition to screening data. For the most part, the LAR requests information about public education and outreach activities. The information is used to prepare reports for CDC and to identify areas that could benefit from technical assistance.

Completion of the LAR is required twice a year, in January and July, covering activities of the preceding six months. The form is available on the WWWP web site at http://www.dhfs.state.wi.us/dph_bcdhp/wwwp.

In some cases, you will only be able to provide an estimate using best judgement. Explain your responses, as necessary.

Page 1 Provide beginning and end dates for the reporting period, the coordinator's name and the county or tribe covered. Using the information listed in the **Key for Outreach Strategy and Activity** place a check mark under the appropriate response. Provide the requested information, Outreach Focus, Activity, the title or position of the person who performed the activity (i.e. coordinator, volunteer, task force member), the date (s) of the activity, and the estimated number of women contacted by the activity per age group. Include the total number of women contacted per activity. Please refer to the Key for Outreach Strategy and Activity to complete the Outreach Strategy and Activity information requested. Outreach Focus refers to the content. If the activity was solely breast and cervical cancer control focused, check that under Outreach Focus. If the activity addresses breast and cervical and the 'expanded services', check all that apply.

Page 2 Priority goals and objectives refer to those included in the consolidated contract if related to public education and outreach. Question 3, asks whether you are spending time educating women under 35 years of age, this question is for informational use only and not a WWWP requirement.

Use questions 8 and 9 to share your comments and concerns.